

1713 - HUMAN RESOURCES TECHNICIAN II

NATURE OF WORK

Varied responsible, supervisory or technical personnel work in a section (including employment, testing and recruitment, benefits, training, records) of the City's Human Resources Department of a specialist nature often involving complex work methods and techniques.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Performs a variety of responsible duties relative to the personnel function to which assigned including the interpretation of departmental operations, policies, and procedures and the dissemination of information concerning personnel rules, union contracts, recruitment practices, performance evaluation.

Establishes and maintains a variety of complex records and reports.

Computes and compiles data; updates employee salaries.

Types forms, answers a variety of correspondence incidental to work assignments; attends meetings and hearings of the Personnel Board and Service Evaluation Board; prepares and maintains notices and minutes of those meetings.

Interviews applicants to determine qualifications for employment; assists in the scoring of examinations.

Performs related tasks as required.

KNOWLEDGE, ABILITIES AND SKILLS

Some proficiency in typing.

Considerable knowledge of modern office equipment, practices, and procedures.

Knowledge of one or more personnel functions, including recruitment, testing, fringe benefits, payroll, record keeping, or other related areas.

Knowledge of mathematics sufficient to calculate percentiles, pay rates, weighted exam scores, leave settlements, etc.

Knowledge of business English.

Knowledge of City organization, ordinances, laws, rules, and regulations including Personnel Rules, Civil Service Act, Performance Evaluations, Work Rules, etc..

Knowledge of Affirmative Action and EEOC Rules and regulations.

Ability to effectively supervise other employees.

Ability to carry out complex oral and written instructions.

Ability to establish and maintain effective working relationships with other employees and the public.

MINIMUM REQUIREMENTS

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Ability to work independently, have strong customer service and planning skills, make independent decisions, solve complex problems, work with computers, be able to compile numerical data and maintain records. Must type 30 correct words per minute.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are received and are usually performed under little direct supervision allowing some latitude for use of independent judgment. Work is reviewed for conformance to prescribed departmental policies and procedures.

SUPERVISION EXERCISED

May supervise technical or clerical assistants.

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